

Justice of the Peace Court

Reopening Plans – Criminal Court Locations

This plan outlines the potential phases for the reopening of Justice of the Peace Court locations as the threats to exposure to the COVID-19 virus dissipate. It must be understood, that as the situation remains uncertain and ever changing, the Court and its employees must remain flexible and innovative in our approach to a return to standard business. The intention of this plan is to provide basic guidance as we move towards a more stable, consistent state of normal operations. Additionally, variations of these guidelines are likely from one court location to another based on a number of factors, not the least of which may be size and configuration of a particular location. Based on circumstances, the Court may find itself in multiple phases of this plan simultaneously. Additionally, after advancing to a particular phase of this reopening plan, the state of affairs may change, requiring the reversion to an earlier phase. The Court and its employees must be diligent to monitor and recognize those situations, and be prepared to make those adjustments as necessary.

Current Conditions: Minimal Opening of Locations **(Employees only)** **24 –hour locations and Information Center Open**

- **HEALTH AND SAFETY**
 - **EMPLOYEES MUST NOT REPORT TO WORK IF THEY ARE RUNNING A FEVER OR EXPERIENCING ANY OF THE SYMPTOMS OF THE COVID-19 VIRUS, OR IF THEY HAVE HAD DIRECT CONTACT WITH ANYONE WHO HAS TESTED POSITIVE, OR IS BEING TESTED FOR, THE COVID-19 VIRUS**
 - **All employees who report to JP Court locations will observe all required and recommended safety and health guidelines from the Center for Disease Control (CDC) and Delaware Division of Public Health (DPH). These include, but are not limited to, all social distancing requirements, frequent handwashing, frequent disinfecting of personal and shared work surfaces, wearing of protective facemasks, etc.**
- **24 –Hour Locations - Open**
 - Clerical and Judicial staff (minimal staff)
 - **24-Hour location managers will create staffing schedule rotations that limit the numbers of staff in locations to the minimal amount required to manage essential functions. Essential functions are outlined below.**
 - **Essential Functions:**
 - **Collecting of bail**
 - **Acceptance of emergency civil LL/T case petitions**
 - **These hearings, when required, will be conducted at the 24-hour locations**

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- Scheduling will be coordinated between the Deputy Chief Magistrate and location manager
 - Signing of search warrants and arrest warrants submitted by the various police agencies
 - Presentments of arrested defendants by the various police agencies
 - **All police business will conducted by the means of video appearances**
 - Exceptions to this rule will only be upon the approval of a sitting judge at the location
 - Public access only for the following:
 - Pay bail
 - Emergency civil LL/T cases
 - Forthwith defendants with Police
 - MUST BE APPROVED BY SITTING JUDGE
 - Social Distancing Requirements in place for staff and public
 - Voluntary Assessment Center/Information Center – Open (8am-4pm)
 - Clerical staff assigned on rotating basis (minimal staff)
 - VAC/IC manager will be responsible to determine the number of staff required to complete the required work assignments of the VAC/IC and to support the 24-hour locations
 - Staff will be scheduled by the manager to work at the VAC/IC based on a rotating schedule
 - Functions of clerical staff while on site at the VAC/IC
 - Answer phone calls for 24-hour locations only
 - US/State Mail Processing
 - Respond to emails
 - Triggers for activating the VAC/IC
 - VAC/IC will be open during this pandemic event to support the operations of the 24-hour locations with the answering of phone calls
 - 8-Hour Locations
 - No public access to 8 hours locations
 - Clerical staffing only
 - Location managers will be responsible to determine number of staff required to complete the required work assignments
 - Staff will be designated by managers to work at the 8 hour locations based on a rotating schedule
 - Managers responsible for keep record of staff when they are on site
 - Functions of clerical staff while on site at 8 hour locations (Different for each location)
 - Approval from operations manager
 - US/State Mail Processing
 - Respond to emails
 - Access to Court printers for mailing out notices of rescheduled events
 - Answer incoming phone calls/questions from the public
 - Entering of returns for certain civil case types
 - Preparing LL/T cases for processing when the Court is able to do so

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- Triggers for allowing employee access to 8 hour locations (Different for each location)
 - Basic functions
 - Mail handling
 - Responding to voicemails
 - Printing needs for mailing of documents
- Employees not on site at the 24-hour or 8-hour locations
 - When not working at a Court location, Court staff will work from home either through Virtual Private Network (VPN) connection or on other assignments issued by Court location manager
 - Assignments can be those to assist in the daily operation of the Court and/or virtual training
 - Assignments for each clerical staff member must be managed by location managers and supervisors
 - Judicial staff with access to VPN and with video capability can, as required, assist with the swearing to, and approval, of arrest warrants on the DELJIS Portal Virtual Queue.

Phase I: Current Opportunities for Case Resolution

(Employees only)

Could Begin this Phase with approval of Chief Magistrate

- Triggers:
 - Phase I can be activated at the direction and approval of the Chief Magistrate
 - JP Court locations could be activated all together or individually, depending on the circumstances at each location AND the direction of the Chief Magistrate and/or the Court Administrator
 - Considerations for activation will include:
 - Pending caseloads at individual locations
 - Availability of staff to manage caseloads
 - Recommendations of locations managers and operations managers
- All JP Court locations are staffed with clerical personnel who will answer telephone calls and process different case types using the below standards as a guide
 - The processing/managing of these cases may differ from location to location based on limitations of the facility itself and the number of staff and judges who can safely occupy the building while maintaining appropriate social distancing.
 - Clerical staff with remote access can assist with these functions, based on their access to the required technology
- As more staff are permitted into locations, established safety protocols of frequent handwashing, the wearing of masks, frequent disinfecting of work surfaces, etc. must be strictly followed.

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- Number of staff able to safely occupy court locations:

Court 2: 4	Court 3: 3	Court 4: 4
Court 6: 2	Court 7: 4-6	Court 8: 2
Court 9: 3	Court 10: 4-7	Court 11: 6-10
Court 14: 1	Court 20: 4-5	
- When the facility size does not allow for entire staffs to work at a location, managers will develop a staffing rotation plan to rotate assigned clerks through the court location
- When assigning staff to work in rotations at locations or from home, managers should take into consideration any obstacles to staff members, such as the closing of schools, daycares, etc. and attempt to schedule those employees accordingly.
- Security personnel required to screen employees
 - Required screening at 8 hour locations
 - If only one employee per location – self-screening
 - Take temperature at home and do not report to work if experiencing symptoms of the virus, or have had direct contact with a person who has tested positive for the virus
 - If more than one employee, how do we accomplish screenings
 - Security Personnel should make recommendation
 - Or self-screenings and report to a designated person
- Current caseload for each case type must be constantly monitored at each phase of this plan
 - Number of total cases currently pending for each JP Court location
 - Court managers are responsible for checking and managing caseload at their locations
 - Court managers must communicate with operations managers when certain thresholds are reached for the different case types so decisions can be made regarding the blocking of calendars
 - PPP: calendars are at 50% capacity
 - DUI's: calendars are at 50% capacity
 - Criminal Arraignments: currently only going to 24 hour court locations for scheduling. Have flexibility to schedule at various days and times. Managers should report to operations manager on a regular basis the status of these cases, to include number pending and latest scheduled date.
- Plea Opportunities
 - Police/DOJ will review pending cases for different case types and submit NOLP/plea offers
 - This has the potential of significantly reducing the number of pending cases
- Clerks will research cases to determine if good contact information exists for defendants
 - Telephone number
 - Mailing Address
 - Email address

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- Plea Acceptance Options
 - Pleas by Video – Preferred Method
 - Zoom – identified by the judiciary as the primary method for conducting hearings or other contact with the general public
 - Skype – already used by JP Court for police swearing and other functions.
 - Web version allows those with internet access to join a Skype meeting
 - As other video software programs are endorsed by the JIC for use, the JP Court will flexible and adaptable to the use of those programs
 - Pleas by Telephone
 - Only after judge is convinced of identity of defendant and video hearing is not possible)
 - Plea in Absentia
 - This process can be used, but likely as a last resort due to the cumbersome nature of the process
 - Supplement to Policy Directive 07-229 was created to simplify the process
 - Additionally, a new Plea in Absentia form was created for the COVID-19 pandemic crisis which does not require the use of a Notary Public
 - Guilty Mail-In Options
 - A defendant who originally requested a transfer of his/her case that was otherwise VAC eligible and now wishes to pay the ticket as if it had remained in the VAC, may do so at the discretion of a judicial officer.
 - There must be something in writing from the defendant that he/she wishes to plead guilty
- Required Clerical Resources
 - On location
 - Court managers at each location will be responsible for identifying the numbers of clerks required for completing work assignments
 - Court managers must determine, and will be restricted by, the number of clerks that can safely occupy a space with social distancing restrictions in place.
 - Remotely
 - Clerical staff, not on site, will work remotely to assist on site personnel with the processing of different case types, as possible
 - Clerical staff who are assisting with different case types remotely must have a computer and VPN access.
 - Remote clerical staff unable to assist with our operations will continue to be assigned other duties/training
 - Equipment Required
 - Clerical staff working remotely must have a computer and VPN access
- Required Judicial Resources
 - On location
 - DCMs, in consultation with the managers, will identify the numbers of judges required for completing work assignments at the various locations

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- At this time, there must be judicial officers if the court is taking pleas from defendants by video or telephone, as they must be on site in order to record to FTR
- Remotely
 - Judges with VPN access and video capabilities can continue to monitor the DELJIS virtual queue for pending arrest warrants. These can be addressed by any judge, in any location, with the technical capabilities to do so
 - Judges could work remotely, if proven procedures, or technology, for recording the proceedings can be identified.
 - For example, an alternative procedure could be the judge working remotely, and a clerk being in a courtroom controlling the FTR equipment, if clerical staffing permits
 - Equipment Required
 - Judges working remotely must have a computer and VPN access
- Required Resources – Other
 - Police/DOJ
 - To review and offer plea agreements, if willing to do so
- Required Resources –Technology
 - Judicial officers in the courtrooms/chambers must have access to Zoom, Skype (video or audio by Skype), or telephone for accepting pleas
 - They must also have the capability of audio recording the proceedings

Police Prosecution Program:

- Steps to be taken
 - Clerical staff will contact police liaison officers and request the review of pending PPP cases and the submission of any NOLP/pleas they are willing to offer
 - Priority in response should be the cases with recommendations for NOLP
 - Clerical staff will collect and sort the pleas for review by a judicial officer for approval
 - Judicial officer will review and accept/reject the NOLP/plea offer
 - If NOLP is accepted by the judge, clerical staff will update case in the DELJIS system and mail, or scan and email, disposition record to the defendant
 - If plea offer approved by the judge, the clerical staff will attempt to establish contact with the defendant to schedule a discussion with the judge regarding the offered plea
 - Method of contact
 - Some type of video conferencing is preferable (Zoom)
 - Identity of Defendant must be established
 - Name and DOB
 - DELJIS Portal photograph
 - Address
 - License number
 - Last four of social security number
 - Case #/Ticket #

- Any combination of the above identifiers can be used to establish the defendant's identity (judge's discretion)
- Contact by telephone (direct call or Skype conference call invite)
 - Identity of Defendant must be established
 - Name and DOB
 - Address
 - License number
 - Last four of social security number
 - Case #/Ticket #
 - Any combination of the above identifiers can be used to establish the defendant's identity (judge's discretion)
- Judge will offer the plea to defendant, in same manner as under normal circumstances
 - Must be recorded using FTR (or other recording software)
 - If defendant accepts the plea offer, the judge will complete appropriate paperwork.
 - If electronic signature software is available, it can be utilized to obtain defendant signatures
 - In the absence of such software, spots requiring defendant signature, judge will note "COVID-19"
 - Judge will determine if defendant can pay entire fee immediately or if they need to be placed on a payment plan
 - Clerical staff will follow normal DELJIS updating procedures
 - If defendant is making a full or partial payment immediately, the clerical staff will contact him/her and take the payment over the telephone
 - Clerical will mail, or scan and email, paperwork to defendant
 - If electronic signature software is available, it can be utilized to obtain defendant signatures
 - In the absence of such software, spots requiring defendant signature, clerk will note "COVID-19"
 - Documents to be sent to defendant
 - Jurisdictional forms
 - Receipt or TTP agreement, if applicable
 - Dispositional record, if applicable
 - If defendant rejects the plea offer, the judge will complete appropriate paperwork.
 - If electronic signature software is available, it can be utilized to obtain defendant signatures
 - In the absence of such software, spots requiring defendant signature, clerk will note "COVID-19"
 - Defendant's case will be scheduled for trial or transferred to the appropriate upper court

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- Clerical staff will follow normal DELJIS updating procedures
 - Clerical will mail or scan and email paperwork to defendant
 - If electronic signature software is available, it can be utilized to obtain defendant signatures
 - In the absence of such software, spots requiring defendant signature, clerk will note "COVID-19"
 - Documents to be sent to defendant
 - Jurisdictional forms
 - Bond order to appear or scheduling notice
 - If the plea offer is rejected by the judge
 - Case is sent back to police liaison for further review

Red Light Camera Appeals

- Steps to be taken
 - Managers and supervisors will monitor scheduling and request for calendars to be closed as needed (limited capacity)
 - Clerical staff will review pending Red Light cases and issue a court notice to defendants which prompts them to go www.public.cite-web.com and explains the available options
 - Priority in response should be the cases with recommendations for Responsible Pleas
 - If a defendant requests to plea responsible,
 - Defendants can be scheduled for virtual appearances as outlined in the Police Prosecution Process
 - Clerical staff will submit a plea in absentia (PIA) form to the judicial officer for completion
 - PIAs will be emailed to defendants for completion
 - Once the completed PIA is received by the judge, clerical staff will update case in the DELJIS system and mail, or scan and email, disposition record to the defendant
 - In response to cases with recommendations for Not Responsible Pleas
 - Method of contact
 - Defendant must be scheduled for court
 - See Phase II

Criminal Cases:

Criminal Arraignments

- Steps to be taken
 - Clerical staff will contact Police/DOJ and request the review of pending criminal cases and the submission of any NOLP/pleas they are willing to offer
 - Priority in response should be the cases with recommendations for NOLP
 - Clerical staff will collect and organize the pleas for review by a judicial officer for approval

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- The clerical staff will attempt to establish contact with the defendant, and defendant's attorney if represented, to schedule a virtual arraignment for the defendant.
 - This contact will be attempted regardless of whether or not a plea offer was received.
 - Method of contact
 - Some of type video conferencing is preferable (Zoom)
 - Identity of Defendant must be established
 - Name and DOB
 - DELJIS Portal photograph
 - Address
 - License number
 - Last four of social security number
 - Case #/Ticket #
 - Any combination of the above identifiers can be used to establish the defendant's identity (judge's discretion)
 - Contact by telephone (direct call or Skype conference call invite)
 - Identity of Defendant must be established
 - Name and DOB
 - Address
 - License number
 - Last four of social security number
 - Case #/Ticket #
 - Any combination of the above identifiers can be used to establish the defendant's identity (judge's discretion)
- Judicial officer will review and accept/reject the NOLP/plea offer
 - If NOLP is accepted by the judge, clerical staff will update case in the DELJIS system and mail, or scan and email, disposition record to the defendant
- If a plea was offered, the Judge will present the plea to the defendant (or the DAG will do so, preferable)
 - Defendant will have the option to accept or reject the plea offer
- Judicial officer will then proceed with the arraignment process
 - Must be recorded using FTR (or other recording software)
 - If defendant enters a plea of guilty/responsible, the judge will complete appropriate paperwork.
 - If electronic signature software is available, it can be utilized to obtain defendant signatures
 - In the absence of such software, spots requiring defendant signature, clerk will note "COVID-19"
 - Clerical staff will follow normal DELJIS updating procedures
 - Clerical will mail, or scan and email, paperwork to defendant
 - If electronic signature software is available, it can be utilized to obtain defendant signatures

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- In the absence of such software, spots requiring defendant signature, clerk will note "COVID-19"
- Documents to be sent to defendant
 - Jurisdictional forms
 - Receipt or TTP agreement, if applicable
 - Dispositional record, if applicable
- If defendant enters a plea of not guilty/not responsible, the judge will complete appropriate paperwork.
 - If electronic signature software is available, it can be utilized to obtain defendant signatures
 - In the absence of such software, spots requiring defendant signature, clerk will note "COVID-19"
- Defendant's case will be scheduled for trial or transferred to the appropriate upper court
- Clerical staff will follow normal DELJIS updating procedures
 - Clerical will mail, or scan and email, paperwork to defendant
 - If electronic signature software is available, it can be utilized to obtain defendant signatures
 - In the absence of such software, spots requiring defendant signature, clerk will note "COVID-19"
 - Documents to be sent to defendant
 - Jurisdictional forms
 - Bond order to appear or scheduling notice

DUI's:

- Steps to be taken:
 - Contact the DOJ to establish a process by which cases are transmitted to that office and recommendations from the DOJ transferred back to the appropriate Court location
 - Establish preferred, reliable methods for transmitting cases
 - This may be slightly different, depending on location
 - Identify staff at DOJ and the Court who will be responsible for the process
 - Clerical staff will contact DOJ, using established process, and request the review of the specific DUI cases to be addressed and the submission of any NOLP/pleas/transfers they are willing to offer
 - Number of specific cases to be reviewed will be determined during initial contact with DOJ to establish this process
 - Priority in response should be the cases with recommendations for NOLP/transfers
 - Clerical staff will collect and organize the pleas/NOLP for review by a judicial officer for approval
 - Judicial officer will review and accept/reject the plea offer/NOLP
 - If NOLP is accepted by the judge, clerical staff will update case in the DELJIS system and mail, or scan and email, disposition record to the defendant

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- If plea offer approved by the judge, the clerical staff will attempt to establish contact with the defendant, and defendant's attorney if represented, to schedule a discussion with the judge regarding the offered plea.
 - Method of contact
 - Some of type video conferencing is preferable (Zoom)
 - Identity of Defendant must be established
 - Name and DOB
 - DELJIS Portal photograph
 - Address
 - License number
 - Last four of social security number
 - Case #/Ticket #
 - Any combination of the above identifiers can be used to establish the defendant's identity (judge's discretion)
 - Contact by telephone (direct call or Skype conference call invite)
 - Identity of Defendant must be established
 - Name and DOB
 - Address
 - License number
 - Last four of social security number
 - Case #/Ticket #
 - Any combination of the above identifiers can be used to establish the defendant's identity (judge's discretion)
 - Judge will present the plea offer provided by the DOJ to the defendant and his/her attorney, if represented
 - Must be recorded using FTR (or other recording software)
 - If defendant accept the plea offer, the judge will complete appropriate paperwork.
 - If electronic signature software is available, it can utilized to obtain defendant signatures
 - In the absence of such software, spots requiring defendant signature, the judge will note "COVID-19"
 - Clerical staff will follow normal DELJIS updating procedures
 - Clerical will mail or scan and email paperwork to defendant
 - If electronic signature software is available, it can utilized to obtain defendant signatures
 - In the absence of such software, spots requiring defendant signature, clerk will note "COVID-19"
 - Documents to be sent to defendant
 - Jurisdictional forms
 - Receipt or TTP agreement, if applicable
 - Dispositional record, if applicable
 - Bond order to appear with compliance review date and FOP probation information

- Copy of FOP plea
 - DERP instruction sheet
- If defendant rejects the plea offer, the judge will complete appropriate paperwork.
 - If electronic signature software is available, it can be utilized to obtain defendant signatures
 - In the absence of such software, spots requiring defendant signature, the judge will note “COVID-19”
 - Defendant’s case will be transferred to the appropriate upper court
- Clerical staff will follow normal DELJIS updating procedures
 - Clerical will mail, or scan and email, paperwork to defendant
 - If electronic signature software is available, it can be utilized to obtain defendant signatures
 - In spots requiring defendant signature, clerk will note “COVID-19”
 - Documents to be sent to defendant
 - Jurisdictional forms
 - Bond order to appear

Truancy Court Cases:

- Current caseloads at each Truancy Court location will be reviewed
 - Number of total cases active for each truancy location
 - Number of cases active for each school district
 - Those with hearing dates already scheduled in the system
 - Those cases in “to be scheduled” status
 - New charges awaiting processing
- Case closure opportunities
 - Visiting teachers/districts asked to review current caseloads to determine those eligible for closure.
 - This provides for the opportunity to reduce overall caseloads and maximize existing resources.
- Review truancy cases to determine if reliable contact information exists
 - Telephone number
 - Address
 - Email address
- Determine method of virtual hearings
 - Video capabilities (Preferred)
 - Skype
 - Zoom
 - Teleconference
- Required truancy staff resources
 - On location

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- 1 truancy staff for each county location
- Remotely
 - 3 truancy staff have been approved for VPN access. This would allow for truancy staff to provide remote backup support for some processing and database work
- Required Judicial Resources
 - On location
 - 1 Judge, as needed, for scheduled calendars. Reviews of other matters could take place remotely via phone, email, or video (Zoom, Skype)
 - Remotely
 - Possible, based on judge's availability and technology access
- Activities to be completed
 - Truancy staff will follow up with Visiting Teachers on lists of cases submitted as eligible for closure
 - Staff will review these cases with judges before closing them in DELJIS
 - Truancy staff will review any pending charges with the judges to determine next steps
 - Truancy staff will work on any backlogged items for the truancy database, entering updates and final dispositions
 - Truancy staff will work on cases in "to be scheduled" status, identifying dates (focusing on July and later) and scheduling review hearings in DELJIS
 - Truancy staff will print all necessary paperwork for hard copy files and mail notices to defendants
 - Via contact with Visiting Teachers and judges, any high-risk cases will be identified and scheduled for earlier reviews (virtual, see below)
 - Virtual hearings with truancy defendants
 - Some type of video is preferable (Zoom, Skype)
 - Identity of Defendant must be established
 - Name and DOB
 - DELJIS Portal photograph
 - Address
 - License number
 - Last four of social security number
 - Case #
 - Any combination of the above identifiers to establish the identity of the defendant (judge's discretion)
 - Contact by telephone (direct call or Skype conference call invite)
 - Identity of Defendant must be established
 - Name and DOB
 - Address
 - License number
 - Last four of social security number
 - Case #
 - Any combination of the above identifiers to establish the identity of the defendant (judge's discretion)

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- For virtual hearings, the Judge will utilize the same procedures as under normal circumstances
 - Must be recorded using FTR (or other recording software)
 - Appropriate paperwork will be completed
 - If software such as Docusign is available, it can be utilized to obtain defendant signatures
 - In the absence of such software, areas requiring defendant signature, judge will note "COVID-19"
 - Truancy staff will complete normal processing in DELJIS, including bond conditions and date of next hearing
 - Truancy staff will mail or scan and email paperwork to defendant
 - In areas requiring defendant signature, staff will note "COVID-19"
 - Documents to be sent to defendant
 - Bond conditions and order to appear for next hearing
 - Copy of jurisdictional
 - Copy of record of plea form, if applicable
 - Copy of final disposition, if applicable
 - Sentencing order, if applicable

Trials: (Work in progress)

- Can we do these remotely?
 - What would it involve?

Phase I Overall Challenges:

- Availability of required technology to defendants
- How to address pending cases for non-English speaking litigants

Phase II: Open to the Public
(Restricted numbers of the public)

- Triggers for Phase II Activation:
 - Phase II, or different variations of it, can be activated based on Executive Orders from the Governor, Standing Orders from the Chief Justice and/or the Chief Magistrate
- Minimal numbers of staff and the public allowed access to JP Court facilities
 - Exact numbers would be restricted by orders from Governor, Chief Justice, and/or Chief Magistrate

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- This phase could see several iterations based on any changes to social distancing guidelines and/or numbers allowed to gather in one location.
 - As the ability for more people to gather increases, so too does the ability of the court to schedule and resolve larger number of cases within Court locations
 - The Court will follow the guidelines regarding the percentage of full capacity permitted by executive orders from the Governor and standing orders issued by the Chief Justice and/or the Chief Magistrate
 - Health screenings required for public as well as employees
 - If health screening required for the public, process for the screenings will be established by Uniform Services personnel
 - Testing/Documentation of immunity
 - Social distancing still required
 - Staff
 - As in Phase I, when the facility size does not allow for entire staffs to work at a location, managers will develop a staffing rotation plan to rotate assigned clerks through the court location
 - When assigning staff to work in rotations at locations or from home, managers should take into consideration any obstacles to staff members, such as the closing of schools, daycares, etc. and attempt to schedule those employees accordingly.
 - Public Access to Court locations
 - Lobbies must be arranged to account for 6' spacing between litigants
 - Plans for meeting social distancing requirements within JP Court lobbies will be created by Uniform Services leadership, in consultation with clerical operations personnel
 - This may involve the marking of allowable spaces for distance between litigants, counting of the number of litigants in a facility at one time, and/or other methods agreed upon and approved by the Chief Magistrate and Court Administrator
 - Number of persons who can safely occupy our location spaces is as follows:

Court 2: 6	Court 3/17: 10-12	Court 4: 4
Court 6: 6-10	Court 7: 8-10	Court 8: 6-8
Court 9: 3	Court 10: 2	Court 11: 20-25
Court 14: 6	Court 20: 4-6	
 - If lobby is at maximum determined occupancy, other methods to ensure social distancing can be utilized

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- Record litigant name and telephone number and have them wait in car until called
 - Options for limiting numbers of public permitted in court locations at given times
 - Continued methods of disposing of cases through virtual methods, detailed in Phase I, could reduce numbers required to appear in court
 - Depending on the duration of orders for limited occupancy, DELJIS could limit number of defendants per time slot for PPP and other larger calendars
 - Expanded hours
 - To address backlogged cases and limit on the number of litigants permitted to enter the locations at any given time, pending cases with defendants that cannot be resolved virtually, may be scheduled on hours not normally used for scheduling of such cases at the various locations
 - Cases to be considered for scheduling off hours and plans for staffing those hours must be recommended by location managers to the operations managers who will consult with the appropriate DCM to determine plan feasibility and judicial availability to staff the hours
 - These cases could be:
 - Red light appeals

Police Prosecution Program:

- Steps to be taken
 - Virtual Proceedings
 - All virtual procedures outlined in Phase I of this plan can still be utilized to limit the number of litigants required to enter facilities.
 - Method for addressing cases when defendants are present at court locations
 - With established safety protocols (ie. social distance maintained, gloves, masks, protective barriers (if available), etc.) proceeding could proceed as under normal circumstances, with defendant at courtroom table and judge on the bench
 - Videophones available in courtrooms could be utilized to avoid contact between judicial officer and defendant (This will not work in all locations based on equipment availability)
 - For locations with more than one videophone, a courtroom could be arranged to have the videophone on the bench facing the defendant
 - When a judge is ready to review the plea offer with defendant, the defendant is directed to the courtroom arranged for these types of proceedings
 - From another videophone, the judge will initiate the videophone call to the designated courtroom and conduct the proceeding, following normal procedures or procedures outlined previously in this document
 - If accepted by defendant, they will be sent back to the lobby to await paperwork

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- At this time, no paperwork would be signed in the courtroom. All paperwork would be signed by defendants at clerical window, with clerical staff using required universal precautions. (ie. gloves, masks, frequent handwashing, no shared pens, frequently disinfecting work surfaces, etc.)

Red Light Hearings:

- Steps to be taken
 - Virtual Proceedings
 - All virtual procedures outlined in Phase I of this plan can still be utilized to limit the number of litigants required to enter facilities.
 - Method for addressing cases when defendants are present at court locations
 - With established safety protocols (ie. social distance maintained, gloves, masks, protective barriers (if available), etc.) proceeding could proceed as under normal circumstances, with defendant at courtroom table and judge on the bench
 - Videophones available in courtrooms could be utilized to avoid contact between judicial officer and defendant (This will not work in all locations based on equipment availability)
 - For locations with more than one videophone, a courtroom could be arranged to have the videophone on the bench facing the defendant
 - When a judge is ready to review the plea offer with defendant, the defendant is directed to the courtroom arranged for these types of proceedings
 - From another videophone, the judge will initiate the videophone call to the designated courtroom and conduct the proceeding, following normal procedures or procedures outlined previously in this document
 - If accepted by defendant, they will be sent back to the lobby to await paperwork
 - At this time, no paperwork would be signed in the courtroom. All paperwork would be signed by defendants at clerical window, with clerical staff using required universal precautions. (ie. gloves, masks, frequent handwashing, no shared pens, frequently disinfecting work surfaces, etc.)

Criminal Cases:

- Criminal Arraignments
- Steps to be taken
 - Like with Police Prosecution Cases, criminal arraignments can still be managed virtually, when possible, to limit the number of litigants required to physically report to court locations.
 - When not possible, other options for the resolution of cases, as outlined above, would be available and can be utilized for these cases.

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- Trials
 - Trials could be conducted at the various court locations as long as numbers are limited to those that allow for social distancing guidelines to be met

DUI's:

- Clerical staff will continue to monitor caseload and solicit any plea offers or transfer requests from the DOJ and follow the other steps outlined in Phase I of this plan
 - Cases that can be resolved in methods as outlined in Phase I will be addressed in that fashion
 - Cases that can still be managed in a virtual environment will be addressed in that fashion to minimize the number litigants required to physically report to court locations.
 - Cases that require the appearance of a defendant or cannot otherwise be resolved virtually will be scheduled for appearance in a manner that abides by all appropriate social distancing and other precautionary guidelines

Truancy Court:

- Truancy staff will continue to communicate with visiting teachers; and evaluate and review caseloads as described in Phase I of this plan
 - Court staff will close any cases that are deemed eligible by visiting teachers and approved for closure by a judge
 - Any cases that require an appearance and can be conducted via a virtual hearing will be scheduled in that manner, as outlined in Phase I of this plan
 - Determine the need for face-to-face hearings
 - Assessment of case severity and risk factors
 - Benefit of in-court appearance
- Face-to-face hearings
 - For cases where face-to-face hearings are deemed necessary by a judge, truancy staff will process cases as they would during normal circumstances
 - Cases will be scheduled with the restrictions of social distancing and any other requirements used as guidance

Trials:

- Trials can be scheduled using social distancing standards
- Trials can be scheduled in evenings and on weekend to help eliminate any backlogs

Phase II Overall Challenges:

- Availability of required technology to defendants

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Phase III: Open to the Public
(No Restriction of numbers of the public)

- Triggers for Phase III activation
 - Phase III will be activated at the point the Governor lifts any states of emergency and lifts any restrictions on the operations of businesses and agencies and the Chief Justice and/or the Chief Magistrate do the same for entry to the JP Court locations
- No limit on numbers of the public allowed access to JP Court facilities
 - Social distancing no longer required
 - Health screenings no longer required for public or employees
- Options for Limiting Numbers
 - While there are no requirements for the restriction of litigants required to appear at Court locations, the Court can still reduce these numbers and allow for more convenient and efficient methods of resolving cases based on the lessons learned while in the previous phases of this plan.
 - The continued use of these methods will be reviewed, and considered for use under special circumstances, or on a more regular basis, depending on the needs of the Court.

Appendices:

- Plea in Absentia –Unsworn declaration version
- Plea in Absentia – Notary Public not required – Policy Directive 07-229, 2nd Supplement
- Red Light Solicitation of Information Letter

